



SCHOOL *for the* Deaf & Blind

giving kids the building blocks to independence

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Great Falls, Montana 59405
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DEPARTMENT: Montana School for the Deaf and Blind

Division: Education

JOB TITLE: Outreach Consultant for the Visually Impaired

START DATE: August 20, 2007

STARTING SALARY: Dependent on education and years of experience

LOCATION OF JOB: Position will be based out of or near Billings, MT

STATUS: Permanent, Full-time, One Position Available (200 duty days)

SUPPLEMENT REQUIRED: Yes

PAY GRADE: Contract exempt

POSITION NUMBER: 00323

BARGAINING UNIT: MEA/MFT

CLOSING DATE: July 1, 2007

TYPICAL DUTIES: Serves blind and visually impaired students in their home communities. Provides information, technical assistance and consultation to promote appropriate intervention strategies and educational practices. Offers recommendations and suggestions to classroom teachers, provides information on instructional resources, and assists in the ordering of special materials. Participates in Child Study Team meetings and assists in the development of Individual Education Plans.

Also serves preschool children and their families in local communities throughout the state of Montana. Represents MSDB to the educational and medical communities and to the public. Develops presentations on the education of the visually impaired; services offered by MSDB to targeted populations; and serve as a liaison to community organizations.

Assists in the planning and facilitation of annual Family Learning Weekends, Summer Skills Programs, and other learning opportunities for students. Works with MSDB admissions coordinator to facilitate appropriate referral of students for evaluation and placement at MSDB.

Position requires ability to perform Functional Vision Assessments, Learning Media Assessments, and fluency in Braille. Consultant may be involved in training Braille instruction teams and monitoring the Braille instruction provided in the local school districts. Knowledge of technology related to Braille production in an educational setting required.

Extensive travel with overnight stays is a requirement of this position.

EDUCATION AND EXPERIENCE: Bachelor's or Master's degree in Education of the Visually Impaired with experience working with blind or low vision students in an educational setting preferred. Additional certification in O & M preferred. Applicants with degrees in related fields and previous experience working with blind or low vision students will be considered.

KNOWLEDGE AND SKILLS: Knowledge of general special education instructional practices and specifically best practices in the education of the visually impaired; knowledge of support services typically utilized in the education of the visually impaired; knowledge of special education rules and regulations and the CST/IEP process. Ability to comply with data collection, records management, and reporting procedures assigned to the position. Ability to develop and maintain relationships with a broad constituency through the application of skills and knowledge fundamental to the position as well as excellent interpersonal communication skills.

ADDITIONAL CONSIDERATIONS: This position requires the employee to be self-directed and able to work with limited supervision or direction. The position requires extensive travel, working hours beyond those of a typical teaching position, with occasional overnight stays. Position may require occasional work on weekends and extended workdays, with meetings before and after regular school hours. This is a “tele-work” position requiring the employee to work out of a home-based office. Telework employees must be able to maintain the basic equipment and functions of an office as well as securing routine maintenance for the state vehicle assigned to the position.

BENEFITS: Full Insurance Package

APPLICATION AND SELECTION PROCESS: Selection procedures to be used in evaluating applicant’s qualifications include an evaluation of the Montana State Application form, application supplement, interview, and reference checks. **Late, incomplete or unsigned applications will be rejected.**

Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, revised 12/93). Portions of the application may be photocopied if legible.
2. Application supplement.
3. Letters of reference from previous three employers (3 letters of reference).
4. Transcripts or all coursework leading to degrees or licensure.
5. Copies of Professional Licenses which are applicable to the requirements of the position.
6. Applicants claiming the Handicapped Person’s Employment Preference must provide verification of eligibility with the application materials by the closing date. The required documentation includes a completed Department of Public Health and Human Services (DPHHS) Certification of Disability form.
7. Signed and dated Applicant Release of Information form.

INQUIRIES AND REQUEST FOR APPLICATION: Any Montana Job Service.
Locally 1018 7th Street South, Great Falls, Montana, 406-791-5800.

APPLICATION DEADLINE: Applications may be returned to the Great Falls Job Service or to the Montana School for the Deaf and the Blind.

ACCOMMODATIONS: The State of Montana and the Montana School for the Deaf and the Blind makes reasonable accommodations for any known disability that may interfere with an applicant’s ability to compete in the recruitment and selection process. For the school to consider any such accommodations, the applicant must notify the school in writing of any needed accommodation by the application deadline.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a United States passport or a green card.

ADDITIONAL REQUIREMENTS: MSDB is a non-smoking environment extending to the entire campus: there are no authorized smoking areas and smoke breaks are not given. All successful candidates must possess a Montana Drivers License; submit to a background check, which includes a criminal record review, and must not possess any felony or DUI convictions. It is the policy of the Board that any finalist for hire shall submit to a finger-print based national criminal history background check conducted by the FBI prior to recommendation for hire. Additionally, an "Applicant Release Form" must be completed and signed as part of the application.

The Montana School for the Deaf and the Blind is an Affirmative Action/Equal Opportunity Employer (EOE). MSDB will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, disability, age, religion, ancestry, union membership or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Students, parents, employees and participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for persons with disabilities, should contact the School Compliance Officer and Title IX/EEO Coordinator, Montana School for the Deaf and Blind, 3911 Central Avenue, Great Falls, Montana 59405. Phone (406) 771-6000.